

~~SECRET~~D/GG COMMENTS ON WRITING OF REPORTS

The publication of the Research Aid, Writing of Reports, is enthusiastically welcomed by D/GG. It is an exceptionally fine piece of work and will be a big help to all report writers in CIA whether or not they work in the Economics Research Area. D/GG hopes that it will be bound substantially enough to stand up under constant usage.

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In the foreword and introduction, [REDACTED] carefully explains that the Research Aid is designed specifically for analysts in the Economic Research Area, but the title page includes nothing to that effect. Could such a statement be incorporated (possibly as part of the title)?

Most of the references to ORR throughout the Aid apply equally to all parts of ORR. A large number of D/GG reports, however, must necessarily differ from the standards set for economic reports, partly because of the different nature of the discipline and partly because reports are tailored to meet the needs of the requester. In the following cases "economics" seems more appropriate than "ORR": p. 9, Tables and Graphics, line 1; p. 9, Appendixes, line 3; p. 10, line 6; p. 17, Appendixes, line 1; p. 30, 5. Numerals, line 1; p. 38, Graphics, line 1; p. 40, line 1; and p. 103, line 2. It is also suggested that in line 1 of paragraph 4, p. 39, "a report" be changed to "an economic report."

Other suggestions or changes recommended are listed below in the order in which they occur in the Research Aid, even though some of those listed are minor.

p. 32, second full paragraph, line 3

The term "box" is used here for column headings in tables, whereas "caption" is used on p. 90 in Appendix A, Tabular Presentation. The same term could be used in both places.

p. 38, paragraph 1

The statement that BGN will give advice on place names over the phone might be included here or, possibly better, on p. 100. Is there any basis for including the "n" in "Beriangrad" in line 5?

p. 38-40, Graphics

The function of maps differs radically from that of other graphics. Could a sharper distinction be drawn?

p. 40, Technical Terminology, paragraph 2, line 5

Change "communion" to "communion."

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p. 48, last lines under Colloquialisms and Vulgarisms

Can a colloquialism be a vulgarism?

p. 58, line 1 ff.

In combining compound place names, D/GG has been using a double hyphen rather than a spaced hyphen (e.g. Ulan-Ude--Chita--Ulan-Bator rather than Ulan-Ude - Chita - Ulan-Bator).

p. 59, e.

"North-central" might well be added to the list of examples.

p. 61-62, 7. Common Trouble Makers

It is suggested that "apropos -- appropriate" be added.

p. 63, note on last example

Change "words" to "prefixes."

p. 90, 6. Caption (Column Headings)

See comment regarding p. 38.

p. 97, 4. Transliteration, line 2

The GPO, Style Manual uses "Latin alphabet."

p. 98, first full paragraph

The statement regarding diacritical marks seems too sweeping. Special characters in any alphabet would presumably be retained, but the distinction between the special characters and accented letters is not always sharp (e.g. the Spanish ñ), and analysts do not always recognize the difference between them. What would be the substitutes for the Swedish Å, the Polish Ł, and the Danish ø?

p. 99, list of examples

Add: š yo

p. 100, paragraph 2, line 4

Change "Russian" to "original-language."

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p. 100

BGN retains the myagkiy znak in oblast; when it is used as part of a place name. The dropping of the myagkiy znak (which D/GG would approve) might be mentioned in paragraph 1 as an exception to BGN authority.

p. 101, second sentence

Change ending of sentence to "from skaya to skoye to o or sk."

p. 102, lines 1-2

Change ending of sentence to "Stalinsky, and Stalino or Stalinsk."

p. 102, last line

Change "Iranian" to "Indo-Iranian."

Tables following p. 102

Figures 2 and 3 would be more useful if they were published at the original size and were folded into the Research Aid. Possibly this is the intention of the author.

p. 104, paragraph 3, lines 4-6

This statement might well be underscored.

p. 106, (j) Evaluation

"Every" seems too strong. For example, it would be almost impossible (as well as presumptuous) for a D/GG analyst to evaluate statements in standard unclassified authorities.

p. 108, Edition, line 4

If there is danger of confusion between "editor" and "edition," would it not be better to spell out "editor" rather than use the abbreviation "edr."?

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